

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Organization & Methods Service  
 FROM : Chief, Classification & Wage Division  
 SUBJECT: Establishment of a GS-9 Administrative Assistant position, Administrative Staff, OCD.

DATE: 14 February 1952

25X1A

In compliance with paragraph 2d CIA Notice (4 February 1952), we are submitting a memorandum from the Office of Collection and Dissemination requesting a change in a position title and grade.

Classification review of the proposed position has indicated that the appropriate grade and title for the position, will be Administrative Assistant GS-9.

Position, if approved, will be listed on the T/O as  
 Pos. No. 389  
 Adm Assistant GS-301-9  
 (Place on T/O after Pos. No. 17)  
 Eliminate:  
 Clerk Typist GS-322-3 21

*Verbal concurrence from the Comptroller 18 Feb 1952*

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*OK JHP  
 17 Feb 52*

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 4 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS & C RET. JUST. \_\_\_\_\_  
 NEXT REV DATE: 16-5-79 135932 PE DOC. 02  
 NO. PCB 2 CREATION DATE: 032-1132 ORG CLASS C  
 REV CLASS 4 REV COORD. \_\_\_\_\_ AUTH: HR 70-3

*R.H.  
 65 2/18/52*

*att. 2/18/52*